

# GRANT SOLICITATION ANNOUNCEMENT

## Project Safe Neighborhoods Fiscal Agent

### PROJECT SAFE NEIGHBORHOODS

An initiative to bring together federal, state, and local agencies to focus community attention and energy on reducing gun violence.

The District of Arizona's Project Safe Neighborhoods (PSN) Statewide Task Force, in cooperation with the Bureau of Justice Assistance (BJA), a component of the Office of Justice Programs, U. S. Department of Justice, seeks proposals for a fiscal agent for the Arizona Project Safe Neighborhoods Initiative. This initiative is a "statewide" effort, addressing reduction of firearm-related crime.

This grant solicitation describes the program requirements for application for funding under the Project Safe Neighborhoods Fiscal Agent Grant.

#### Funding:

Applications are being accepted statewide. One agency will be selected for the District of Arizona to act as the fiscal agent for the Arizona Project Safe Neighborhoods Initiative 2003.

One grant will be awarded for the District of Arizona. The fiscal agent selected will be responsible for the disbursement of contract/subgrantee funds for projects awarded under the Arizona PSN Task Force Selection Committees guidelines. All projects funded will address the Arizona PSN Statewide Task Force gun violence reduction strategy and will be determined by the Arizona PSN Statewide Task Force Selection Committee.

This (3) three year grant cannot exceed \$1,078,003.00 (Estimated 2003 PSN Allocation as of 12/23/02). The selected fiscal agent will be entitled to up to 10% administrative fee of the total grant allocation. A portion of the 10% administrative fee should be budgeted to attend the Office of Justice Programs financial rules training.

#### Responsibilities of the Fiscal Agent

- Enter into contracts with each entity responsible for carrying out each portion of the Arizona PSN Statewide Task Force Strategy.

- Oversee the contracts/subgrants entered into with each entity as determined by the Arizona PSN Statewide Task Force.
- Account for all funds awarded to each entity, as well as the fiscal agent, as determined by the Arizona PSN Statewide Task Force.
- Prepare required federal reports.
- Draw down federal funds as needed.
- Make payments to each entity selected as subgrantees by the Arizona PSN Statewide Task Force Selection Committee.
- Work with federal monitors or auditors as needed.
- Attend a training on Office of Justice Programs financial rules, unless the chosen fiscal agent has a demonstrated record in this area.
- Report, on a regular basis, to the Arizona PSN Statewide Task Force the financial and programmatic progress on not only the fiscal agent but all contracts/subgrantees.
- Provide program support on a “statewide” level.

**IMPORTANT NOTICE:** Although selection of the Arizona PSN Statewide Task Force fiscal agent is ongoing, an appropriations act has not yet been passed by Congress. This funding initiative is contingent on receive funding for the 2003 PSN grant program. As a result, the Bureau of Justice Assistance (BJA) will be unable to fund PSN Grants until an appropriation, that includes this program, has been signed by the President. The amount of the above listed allocation is estimated per the previous years awards for the State of Arizona.

Additionally, BJA will provide support to the selected fiscal agent though training and technical assistance.

A committee will review all proposals. Upon completion of the selection process, the committee will inform all applicants of their standing. The selected fiscal agent/grantee will be notified and contacted by the Bureau of Justice Assistance.

Deadline:

All submissions must be received by 5:00 p.m. January 16, 2003, in the Office of the United States Attorney, District of Arizona.

Address all submissions to:  
Arizona Project Safe Neighborhoods Statewide Task Force  
United States Attorney's Office  
40 N. Central Ave., Suite 1200  
Phoenix, AZ 85004

**Program Goals:**

This grant selection is part of a continuing effort to support the strategic planning and accountability components of the Arizona Project Safe Neighborhoods Initiative. The selected fiscal agent will support and assistance the Arizona PSN Statewide Task Force in their efforts to locally select and fund projects that will improve the long-term ability of federal, state, and local partners in the prevention of violent firearm related crime.

**Eligible Applicants:**

1. State Colleges and universities.
2. Nonfederal law enforcement agencies.
3. Nonprofit organizations.
4. State & Local units of government

**Submission Outline:**

Proposals should be no more than twenty (20) double-spaced pages and must be submitted using the following outline (not including attachments):

1. Describe your organizations expertise and background in the field of grant management that would qualify it to carry out this program.
  - a. Do you have an employee that has had personal experience of their own in grant funding or contracting using federal rules.
  - B. Has your organization dealt with contracting/subgranting under federal rules before?
2. Detail your agencies willingness and ability to address the responsibilities of the Fiscal Agent as listed on pages one and two of this solicitation.
3. Describe how your agency will provide regular updates to the Arizona PSN Statewide Task Force members and provide a time line for such reports.
4. Provide a "draft" budget to include the expected administrative costs, which shall not be more than 10% of the total grant.

**Submission of Proposal:**

You must submit your proposal to:

Project Safe Neighborhoods Statewide Task Force  
United States Attorney's Office  
District of Arizona  
40 N. Central Ave., Suite 1200  
Phoenix, AZ 85004

**Contact Information:**

Questions related to this grant solicitation may be addressed to Carla Friestad at (602) 514-7573 or e-mail at [carla.friestad@usdoj.gov](mailto:carla.friestad@usdoj.gov)